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Chief, Management Staff

9 May 1957

Chief, Records Management Staff

Weekly Report - Week Ending 8 May 1957

1. Contributions

a. Tangible

- (1) The Records Center received 122 cubic feet of inactive records; 233 cubic feet were transferred or destroyed by the Center.
- (2) Eleven new and revised forms completed; one form eliminated.
- (3) Seven Employee Suggestions evaluated.
- (4) Developed a small label for dictaphone belt cards to be used in lieu of cards formerly costing \$3750.00 per year.

b. Intangible

None.

2. Assignments (Active)

- ✓ a. Records Disposition Survey, OCR - approval of our proposed disposition recommendations has been received on 285 of the 491 items on the Records Control Schedule.
- ✓ b. Eighteen new and revised forms in process.
- ✓ c. Records Management Survey, Stock Management and Requirements Section of Logistics Office - 70 per cent completed.
- ✓ d. Review of requisitions for filing equipment.
- ✓ e. Use of Shelf Filing, Office of Security - reviewed floor loading requirements with safety officer; refinement of floor plan continuing.
- ✓ f. Installation of Filing System, OSI - now working in Fundamental Science Division and Geophysics Division.

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- g. Use of Shelf Filing, Biographic Register - awaiting award of contract by Logistics.
- h. Use of Shelf Filing, Industrial Register -
- i. Use of Shelf Filing, Logistics Office -
- 3. Assignments (Inactive)
Records Disposition Survey, Commercial Staff.
- 4. News
 - a. Tentative approval received from OCR and Logistics to destroy a large volume of punched cards now in the Vital Materials Repository.
 - b. Eight persons from various agency offices visited the Vital Materials Repository for the purpose of reviewing their record deposits.
 - c. Seven members of this Staff attended the regular monthly O&M Luncheon Meeting.

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